

**Supported Employment Transition Form**  
**Exception Review Recommendation by Community Rehabilitation Agency**

**Date:** July 17, 2014

**Client:** Jill Sample

**CRP Agency Representative:** David Smith, ABC Employment Agency

**Client's Employer:** Albertson

**Work Location:** 123 East Work Street, Boise, ID 83713

**Client's Scheduled Hours:** M, W, F 9-12

**Client's Current Wage:** \$8.50 per hour

**Client's Employment Benefits:** None offered at this time

**Client's hire (first work day) date:** July 7, 2014

**Transition Date (from VR to Medicaid):** Expected transition date July 21, 2014

**Background Information/Support Progress:**

Jill Sample has been working towards having paid employment in a local deli/restaurant. She began her job search in May. Jill had previously worked with her developmental agency to increase some of her work skills. She most recently is working with ABC Employment to assist her in obtaining employment. During this time she has set employment goals and has worked hard to achieve success.

Jill was successful and obtained employment at a local Albertson's store working in the deli. Jill's first day of work was July 7<sup>th</sup> and she is now working 3 days per week from 9-12. Jill will be using her skill in unpacking food deliveries, taking inventories of food products and preparing food items for sale by following a menu and will do additional cleaning duties.

**Employment Goals/Objectives:**

- Jill will independently unload the deliveries to completion, throughout entire shift at 90% for four consecutive months
- Jill will move from task to task independently, 40% of the time, for entire shift for four consecutive months.
- Jill will utilize the counting tool 60% of the time independently for four consecutive months when completing inventory.

Jill has quickly learned her job. When Jill first started she was very good about meeting and interacting with her coworkers it is apparent that she feels comfortable in the work environment. Jill quickly learned where things went and continues to learn how to complete the inventory and making menu items. Jill continues to need job coaching support and needs prompts and cue's to move from task to task. She is able to unload the product and can easily get it in the correct location although she struggles with like items and requires the assistance of a job coach to recognize the differences between the like items and the correct location of the product. Jill also needs assistance when transitioning from one task to the next and the job coach is available to provide the needed assistance when completing one task and moving to the next. Jill is still learning the inventory process but thus far requires assistance in utilizing the counting tool provided by the employer.

**Recommended Amount of Service/Level of Support:**

Jill has learned the position and the job tasks and is meeting the employer's expectations with the support of a job coach. It is the recommendation of ABC Employment that Jill will need a job coach throughout her shift during this first year of employment.

The client is currently working 12 hours per week

The client will require Full (full, moderate low) level of support for 12 hours per week of Supported Employment to maintain employment.

**Rational:**

Jill has quickly learned her position and is working to her employer's satisfaction but she does rely on the support of a job coach to meet those expectations. This is Jill's first job and it is anticipated that she will require full support at this time. ABC Employment will work to create natural supports in the work environment to assist Jill in the coming year.

**Transition Plan:**

At the present time it ABC Employment recommends full support as Jill learns and transitions to work. ABC will work hard to get Jill trained and natural supports established to transition her to moderate support in the coming year.

**Thank you,**

*David Smith*

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**Signed CRP Employment Agency Representative**